

Adobe Connect Pro

The Teaching & Academic Support Center (TASC) is delighted that you would like to use Adobe Connect Pro at the University of Kentucky. Here are some steps to follow and a few pointers to keep in mind.

Requesting Use of Adobe Connect Pro

If you have a course (or meeting) that you would like to conduct in Adobe Connect Pro, then **your first step is to contact Erskine Clinton** at erskine@uky.edu or (859) 257-4854. Let him know what course (or meeting) you are planning, including course number, dates and times, and duration. Also include any information about who will be the instructor or meeting leader. You will need to give advance notice in order to ensure that Connect will be available.

What Should I Do Next?

As the instructor, you will need to do the following:

1. Decide, after meeting with Erskine, whether you want to use Connect Pro. Work with Erskine to **set up your room** and know how to log back in and use the features you need.
2. Determine, with Erskine, your preference for when students would have availability to test the technology. He will follow up with technicians who will then be back in touch with you. This information should be provided to Erskine as far in advance as possible.
3. **Inform your students** that the meetings will be conducted via videoconferencing, and let them know that they will need a microphone and speakers, and, if you required, a webcam (camera). It is suggested that they use a headset with microphone, but not required (unless you require it). More information: <http://www.uky.edu/TASC/AV/connectprosource.php> and scroll down to Participant and Presenter Requirements.
4. Distribute the **ConnectOrientation.pdf** to students and inform them of what you require (headset with microphone? Webcam?).
5. **Distribute to your students an invitation** to your virtual room. Be sure to give them the **microphone and/or webcam testing date(s)/time(s)** when you receive it.
6. You will have a technician on hand during your first class meeting. After that meeting, you may **call (859) 257-7797 for support**.

Checklist for Instructor Login

Here are a few things to check as you login your first time:

- Use your room URL to login with your user name and password
OR go to <http://www.uky.acrobat.com> and login with your user name and password.
- Once you are in the “room,” click the appropriate meeting mode (such as, DISCUSSION). These appear in buttons near the bottom of the host (instructor) screen.
- If you want others to use their microphone and cameras: Use one step to promote everyone in the room to Presenter so that they may automatically have audio and video access. Here’s how: At the top menu choices, choose MEETING, then click on MANAGE ACCESS AND ENTRY, and then choose AUTO PROMOTE PARTICIPANTS TO PRESENTERS. Important: If this choice already has a check-mark by it, then it is already active. If you select it by mistake and turn it off, you can repeat the steps to turn it back on.
- Tell your participants that they can turn on their camera by clicking the camera button just to the bottom left of the video window. Clicking this button again will “freeze” the video. Another click will “unfreeze.” Turn the camera off by clicking the button beside it (a square, or solid block).
- Tell your participants to use the Talk button by clicking and holding while talking. (Anyone who is a presenter *and* who has a headset with microphone may use the locking key to keep their microphone open at all times.)
- If there is loud noise and feedback or echo, someone has locked their talk button while using a microphone and speakers (rather than a headset). They should unlock their talk button and only press their talk button when they need to talk.